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28 June 1956

Chief, Management Staff

Chief, O&M Staff (DD/I and DD/E Areas)

Work Report, Week Ending 27 June 1956.

Accomplishments

1. Project 6-20, Foreign Institute Survey [REDACTED]

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On the request of DAD, CR collaborated with the Deputy Chief, Industrial Register, CR, in preparation of an official issuance by Liaison Division, CR, describing the location and contents of nine foreign institute files in the DD/I Area. This issuance will be given IAC distribution. The data were obtained by our Foreign Institute Survey.

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2. Regulation and Records System for Training [REDACTED]

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Assisted OTR [REDACTED] in development and coordination of draft of Regulation and report form concerning the 5% training requirement. Drafts are now out for formal coordination prior to publication.

Assignments Active This Week

3. Comparative Analysis of Two Methods of Computing Average Grades. [REDACTED]

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4. Project 5-72, Preparation of Regulation Describing the Intelligence Services of the Cartographic Division, OHR. [REDACTED]

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5. Project 6-45, Survey of Space Situation in OCR - as a result of IG charges of severe over-crowding. [REDACTED]

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6. MS-855, T/O Adjustment [REDACTED] - reorganization, reduction, reclassification and revision of position titles. [REDACTED]

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7. Project 6-43, Personnel Records Survey, Phase II - study of State Dept. systems. [REDACTED]

8. MS-624, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior To Separation. [REDACTED]

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9. MS-546, Preparation of Statements of Mission and Functions of the CIA ALINT Staff Officer and for other Agency Participants in the ALINT Program. [REDACTED]

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10. MS-619, Study of OTR Clerical Training Program - the need, scope and justification of instructor staff. [REDACTED] 25X1A9a
11. Evaluation of Employee Suggestion # 1584. [REDACTED] 25X1A9a
12. Transfer of Clipping Service from CCI to IAG (D/Pers). [REDACTED] 25X1A9a
13. MS-883, T/O Increase OTR (Language School) to initiate the Foreign Language Proficiency Program - 8 positions. [REDACTED] 25X1A9a
14. Transfer of Administration of JCD/SCD from D/Pers. to OTR. [REDACTED] 25X1A9a
15. Project 6-47, Utilization of UV Funds to Pay Agency Employees. [REDACTED] 25X1A9a
16. MS-894, Study of T/O and Table of Vehicular Allowances, Motor Pool. [REDACTED] 25X1A9a
17. MS-886, Study of T/O for Identification and Cataloging Branch, Supply Division, Office of Logistics. [REDACTED] 25X1A9a